

**The London
Community
Foundation**



The Young People's Fund

Online application form guidance

londoncf.org.uk

The Young People's Fund Online Application Form Guidelines

These are guidance notes to help you complete some of the key questions in the online application form for the **Young People's Fund**.

Tips:

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Each of the large text boxes will have a maximum word limit.
- Text boxes/fields marked with a red line need completing – without an answer you will not be able to submit your form.
- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along. Please note: word and the application form treat word counts in different ways. For example Word counts B&YC as one word and the application form as three words.
- As you enter your information on the online form, remember to save your progress periodically by clicking on the 📄 symbol on the right hand side, to prevent you from losing your work in case of internet issues.

Section 1: About Your Organisation

Organisation Name, Address and general contact information

Please provide details of your organisation as it appears on any governing documents. If you are known by another name, please tell us about this as well. (Please put in Name known as xxxx in the answer box). Please include details of your website and any social media accounts you use.

Main Contact Person

Please provide details for the main person who we should contact in relation to this application. If you are shortlisted we will contact you to request additional information or arrange a phone call to discuss your application, so please ensure that we have correct contact details, preferably a mobile number and e-mail. We will contact you within one month of the closing date. If there is a chance you might be away during this time, please attach a document with an alternative contact person and their details.

Using the selection buttons you can indicate where correspondence relating to the grant should be directed. If your organisation has an independent address but you wish

correspondence to be directed to an alternative address, un-tick the option “Use organisations address” for correspondence and you will be presented with the opportunity to enter different/additional contact details.

Organisation start date

Please let us know the month and year that your group was set up or formally established.

What type of organisation are you?

You do not need to be a registered charity or company limited by guarantee to apply, but we do need to know more about the “status” of your organisation. Your organisation must be ‘not-for-profit’.

Please select all types of organisation which apply. If you are a registered charity please supply your charity number, if you are a registered company limited by guarantee please provide your company number. If you check ‘other’ please specify what type of organisation you are.

Income over the last financial year

Please let us know your organisation’s income over the last financial year. If you are a new organisation what is your actual income to date from your management accounts.

Expenditure over the last financial year

Please let us know your organisation’s expenditure over the last financial year. If you are a new organisation what is your actual expenditure to date from your management accounts.

Are you part of a larger regional or national organisation?

Please tell us if you are part of a larger regional or national organisation. If you are not please leave this blank.

If you are a sub-group or committee of a larger group, or a local branch of a national charity, we can only fund you if you can demonstrate that you operate independently. This usually means you have separate rules & regulations, an independent committee, a separate bank account and are responsible for generating your own income. Please explain this in the question on aims and objectives of your organisation.

Staffing and volunteers

Please let us know how many full and part time staff your organisation employs. If applicable let us know how many members and volunteers your organisation has. Your Management Committee may be known as your Trustee Board. (We recommend there is a minimum of 4 members)

What are the aims of your organisation and what activities or services do you provide? How is your organisation run and managed? How are decisions made?

Please tell us about your organisation's aims, and what activities you usually deliver, for who and where. How is your organisation run and who manages it? How are key decisions made? Please explain your organisation's usual activity and management structure. How are young people involved in the governance or decision making of your organisation?

E.g. We are a registered Charity set up by residents in response to local issues of isolation and deprivation. Our aims are to 1. Reduce isolation 2. Improve community cohesion for older people living in disadvantaged circumstances in Westminster. We hold daily drop in services providing activities and support for 50 local people each week and have regular outreach services. We deliver a range of activities including exercise classes, 1:1 advice sessions, computer courses, befriending schemes, coffee mornings and regular outings. Our activities take place at the community centre on the ABC Estate, we are open every day from 10 am to 5pm.

Our organisation is led by our CEO with 9 years' experience in community outreach, a team of 2 part time staff, 15 volunteers and a management team of 6 local residents with relevant experience. We have a monthly team meeting which feeds into the Management Board (of 6 elected representatives) who meet quarterly to approve decisions and manage budget.

Please provide the names and addresses of all authorised signatories on your bank account, please indicate if any signatories are related.

Bank accounts should have at least two unrelated signatories and preferably three. Please highlight where any are related.

Section 2: About Your Grant Application

Project name

If your project has a name please put it here. If not, please enter the name of your Organisation.

Project funding start / end

Please put the forecasted project start and end date. Please note that successful applicants will have a maximum period of 12 months from the offer letter date to spend the grant.

Which local authority will the activity mainly take place in?

Please enter details of the local authority area where the activity will mainly take place. If the activity takes place across multiple boroughs please select the central one or the borough where your organisation is based.

Please provide a postcode which represents the geographical area you will benefit.

Please provide the postcode where most of your beneficiaries reside, if there are multiple places please just pick one. We will use this to identify which ward you will be working in. If it is too difficult to distinguish please provide the postcode of your organisation.

Tell us about your project to tackle violence affecting young people.

Tell us about what you need the money for and what you will do. What services and/or activities will this enable you to deliver? For how many young people? When? How often? Where? Who will deliver the activity or services, and what is their experience?

For example, we are requesting funding to support a Tuesday evening youth club from 6pm to 9pm for 12 months for young residents living on the (insert name) Peabody estate at the (insert name) centre. A range of activities are offered including sport, drama and art sessions, and on average, 25 young people drop-in each week. Funding will be used to cover the weekly sessional costs of the qualified youth worker for 52 weeks a year for 2 years, pay for the trained volunteers' expenses, and be used to sports equipment and purchase materials. The resources will be securely stored at the centre. The youth worker has 5 years' experience of working with young people, and some of the volunteers used to attend the youth club. A grant would also be used to pay for the project co-ordinator's time and who helps promote the club to residents, facilitates the Youth Steering Group, and monitors the project.

Tell us which of the three fund approaches to tackling violence affecting young people your project takes.

The three fund approaches for tackling violence affecting young people are: 1) working with young people already affected by youth violence 2) delivering preventative work 3) addressing the root causes which lead to young people being affected by violence

Tell us about how you will do this and what you need the money for. For example, we take the second approach as we deliver preventative work through our late evening youth club which acts as diversionary youth provision for local young people aged 18-25 on the (insert name) estate.

Referring to the IAP2 Spectrum of Public Participation, please describe the level of involvement of young people in design of your project?

Tell us which stage of the Public Participation Framework this project falls in. Explain why and how this project falls in this stage. Demonstrate and mention examples on how young people have been involved in the design and development of this project and whether they will be involved in the delivery of it.

For example, We have collaborated with young people to design this programme. We held a series of workshop with young people and members of staff to understand priorities and experiences. As a group we identified that a priority was addressing violence affecting young people. We collectively identified that providing a safe space for young people to go would prevent violence as young people would be less accessible and vulnerable to negative

influences. We made mood boards to understand how the space should look and feel and young people will work with the staff to identify suitable premises and to purchase wallpaper/paint and furniture.

Tell us about the need for your project.

What can you tell us about the issues around violence affecting young people that the young people you support face? What is the need for your work and how do you know? Is there a gap in other local services/ provision?

For example, the majority of the people we support are refugees and asylum seekers who have been separated from their families, are bereaved, have been imprisoned or are seeking refuge. They are living on minimal allowances and do not have a permanent place to reside. They are not allowed to work so have low means and are in a state of limbo waiting for a decision on their status. We know from a recent survey of our service users that 75% would like additional support with English language and 85% would welcome local volunteering opportunities. We also know that transport is a real barrier, with 64% of our client base spending over £16 per week on transport. We are the only refugee and migrant organisation in Harrow that provides a range of courses to improve the life chances, opportunities and quality of life for migrants, refugees and asylum seekers. With 15 years' experience, a number of our service users feed in to our decision making via regular discussion groups.

Tell us how you will ensure that you work with at least 25% Peabody residents and at least 50% social housing residents overall.

(i) Name beneficiary estate/s (ii) Tell us how you discuss & plan projects with residents, and publicise them. If applicable, briefly outline past Peabody projects you've run.

(i) Please list the Peabody estate(s)/housing the project beneficiaries will come from.

(ii) What plans do you have to ensure that Peabody residents and other housing association residents will use your services, how do you plan to publicise what you are doing? Do you have any existing networks or connections in the area? Will you be running activities in a community venue in or around the estate? Are your current beneficiaries already Peabody residents? Please also tell us if you have developed the proposed project with any members of Peabody's Community, Young People Services or Local Teams, and name your contacts? If applicable, please tell us about your past track record of working with Peabody residents.

For example, we will work with residents on the xxxx Peabody estate as well as young people from the neighbouring xxxx Clarion estate. We already engage with these young people so are confident that we will meet these targets. We also have a good working relationship with the Peabody Community Team and will be able to further advertise the project through them. We conduct outreach in the evenings to engage young people where they are. Lastly,

we have found that word of mouth is an excellent referral technique and expect that many of the participants will find us in this way. Currently 45% of our participants come to us via word of mouth.

Tell us about the outcomes of the project.

Which of the priority outcomes does your work fit with? What difference will this project make to young people? How is this directly related to the issues you have identified? List the benefits or changes that will directly result from this project.

The priority outcomes are:

- *Developing the personal and professional skills of young people*
- *Contributing to community cohesion*
- *Improving mental and physical wellbeing*

For example, the project will develop the personal and professional skills of young people. They will gain skills and confidence from leading on the implementation of the project. Young people have identified that they, and other young people affected by violence, have been labelled as the 'naughty' kid at school and are not trusted or given opportunities to develop and demonstrate their skills. By leading on the implementation of this project they will be trusted and will be able to tangibly demonstrate this to themselves and others. This will create changes in the way that young people perceive themselves and will change how others perceive them too. It will help them demonstrate skills and gain jobs.

Tell us how you would measure and report the benefits and impact of the project.

How will you measure your activity? How will you record the changes and impact this activity has? You might do questionnaires, keep a log of services delivered, record number of cases, referrals made or quotes from discussion with service users.

For example, at the beginning of the project we will gather baseline data about each participant to understand their situation. Throughout the project, we will record the number of participants at every session and track their progress throughout the course of the project through face to face interviews. We will conduct an anonymous survey half way through the project to gauge satisfaction and to make sure all beneficiaries are benefiting from every session. We will track referrals to partner organisations and will monitor progress of each participant through personalised record logs. At regular points in the project and at the end of the project, we will record progress back against the initial project plan to make sure every participant's journey and progress is evaluated. We will also gather testimonies and case studies throughout the project.

Section 3: Impact

You can help us to achieve our vision and mission by delivering projects that make a difference and – importantly – by gathering evidence to show how your project has made an impact. This information is essential if we are to encourage more donors to support our future work. To help you collect the kind of evidence we need, we have created a framework that measures the impact of our grants. There are six themes for this IMPACT framework:

- **Improve people’s life skills, employability and enterprise** - We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence.
- **Maximise people’s ability to strengthen community cohesion and build social capacity** - We want to strengthen and connect local organisations and improve local facilities so that people can live happier lives alongside each other.
- **Promote reduction of isolation and disadvantage and access to services** - We want people to be connected in their local communities and to their local services, so everyone has a chance to be included.
- **Advance people’s physical and mental health, wellbeing and safety** - We want people to feel safe and connected in their communities, and to have more opportunities to improve their physical and mental health.
- **Connect people with the arts culture and heritage** - We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.
- **Transform people’s access to, and engagement with, their environment** - We want to create a city that promotes and creates a safer, healthier, and more sustainable environment, where people in urban areas feel free and welcome to access community spaces.

When applying you have to choose **two outcomes** to report on, one of which will need to be linked to the IMPACT theme you selected above. The second outcome can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project. The third and fourth outcomes are optional.

We have written a guide and helpful tool on how to choose the outcomes and indicators – Please see appendix A for details.

To complete the impact section on the form

1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme
2. Then select your 1st outcome from the drop down list

3. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
4. Then select your 2nd outcome from the drop down list
5. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
6. Then repeat for your 3rd and 4th outcome (optional) – these can be any of the others from the full list of outcomes across all themes
7. The indicators will show for your chosen 3rd and 4th outcome – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**

For an example, see the picture below:

Section 3 - Impact

Which category best describes the impact your project will have?
 Improve life skills, education, employability and enterprise

Select the primary outcome for your project or activity
 Improve economic wellbeing

Indicator	Value
<input checked="" type="checkbox"/> Number of new employment opportunities as a result of the project	20
<input type="checkbox"/> Number of new volunteer opportunities as a result of the project	0
<input type="checkbox"/> Number of people becoming self-employed as a result of the project	0
<input checked="" type="checkbox"/> Number of people coming off work related benefits	2
<input type="checkbox"/> Number of people who accessed benefits for the first time as a result of the project	0
<input type="checkbox"/> Number of people who are able to remain in housing as a result of the project	0
<input checked="" type="checkbox"/> Number of people who gained sustainable employment as a result of the project	5
<input type="checkbox"/> Number of people who reported a reduction in debt as a result of the project	0
<input type="checkbox"/> Number of people who started on the path to employability as a result of the project	0
<input type="checkbox"/> Number of volunteer opportunities as a result of the project	0
<input type="checkbox"/> Number of work placements/experience opportunities available as a result of the project	0

Select the second outcome for your project or activity
 Increase in beneficiary training, education, accreditation and employment

Indicator	Value
<input type="checkbox"/> Number of people coming off work related benefits	0
<input checked="" type="checkbox"/> Number of people who attended training as part of the project	20
<input type="checkbox"/> Number of people who attended training for the first time as part of the project	0
<input type="checkbox"/> Number of people who gain new skills as part of the project	0
<input type="checkbox"/> Number of people who gain new skills for the first time as part of the project	0

Section 1 - Organisation
 Section 2 - About your grant application
 Section 3 - Impact
 Section 4 - Project Budget and Consent
 Attachments
 Save Application

How many people will directly benefit from this funding?

Please estimate how many people will directly benefit from this funding throughout the funding period. We realise that you cannot give exact figures but please estimate as accurately as possible. This information is important and will be used to evaluate the project at the end of the grant period.

How many of the young people benefiting will be Peabody residents?

Please estimate the number of the project's beneficiaries who will be Peabody residents.

How many of the young people benefiting will be social housing residents?

Please estimate the number of the project's beneficiaries who will be social housing residents. (This can be from any housing association, for example Peabody, Clarion, L&Q Housing Group etc and should include the Peabody residents too).

Beneficiaries

From the **drop down list**, please click on the one group that best reflects **the majority** of the **beneficiaries** of your organisation, this will then be entered in the selection box. On doing this you will then be presented with a series of check boxes, tick any other relevant groups that will be affected. Please don't tick them all if they don't apply, just think about who the primary beneficiaries will be. This doesn't have to be 100% accurate, you're just giving an indication.

Ethnicity

From the **drop down list**, please select one **ethnic** group that best reflects **the majority** of the users of your organisation and enter it in the box provided. Then, using the check boxes, tick any other **ethnic groups that will be affected**. Please don't tick them all if they don't apply, just think about who the primary groups will be, and give an indication of the participating groups.

Issues addressed

We are interested in the **issues** that will be addressed by this grant. From the **drop down list** the **primary** issue that will be addressed by this grant. Then, using the check boxes indicate any other issues that will be addressed.

Age Group

We would be interested in knowing which **age groups** would benefit from this grant. Please enter in the text box / dropdown the age group that represents **the majority** of the beneficiaries of your organisation. Then, using the remaining check boxes indicate any other age groups that will benefit.

Section 4 – Project Budget and Consent

Project Budget

This section asks you to provide details regarding the amount of money you are applying for and what type of items you will be spending it on.

What is the total cost of the project?

You can ask for the full cost and do not have to provide match funding. If you are asking us to contribute towards an activity or larger project, what are the total costs of the whole project? The total cost here should not include in-kind costs, as these are calculated separately and on top of the total project cost.

How much has been raised so far?

If you are not asking us to fund the full costs, how much have you raised already? If none, please enter 0 in this box.

How much money are you applying to us for?

Please enter an amount between £3,000 - £10,000.

Are you seeking other funding towards this project?

Tell us here if you are applying to other funders for funding towards the work. If yes, please provide details.

If yes, what other funders or sources of funds are you applying to and are they secured or not?

What funding sources have you applied to, to match against this project? Are they secured or not? i.e. £1,000 awarded from XYZ Trust & £500 raised from a raffle. Applied to ABC Trust for £1,000.

If not, enter N/A.

Living Wage

As outlined in the Fund Guidelines we are now a Living Wage Friendly Funder. This scheme, run by the Living Wage Foundation means that The London Community Foundation will actively encourage and support applications from organisations willing to pay staff the Living Wage which is £10.85 per hour in London. We are asking groups to make their applications **for any staff costs at the Living Wage rates, so please budget for this in the project's staff costs.** We understand that for some groups paying a Living Wage can be difficult for a number of reasons, we would like to work with groups to see how we can support you to enable you to pay a Living Wage.

Indirect Costs

Since this is a project grant, we cannot provide general core funding through this grant. However, we are committed to covering the full costs of the project, including the indirect costs related to delivery. For example, while we cannot cover the full costs of a bookkeeper, we can cover an amount that is proportional to the activity taking place. This can be demonstrated in a manner similar to the following: “Bookkeeper – 5% of annual cost to monitor project finances” or “Tablet - 5% of cost of a tablet to be used for project monitoring and evaluation.” We will also cover supporting costs that are directly related to the project, such as the cost of carrying out DBS checks on volunteers recruited for the project.

All application budgets will be reviewed for appropriateness so do not have a firm minimum or maximum for overhead costs. However, typically we will expect indirect costs to be capped at 20% of the overall budget.

Budget breakdown

Here you itemise the costs that will be incurred in running your project only. The headings; staff costs, volunteer costs, etc.; are examples of types of costs and the amount – you do not have to put a cost in each heading if it does not apply but there may be others that you need to include.

There are two cost boxes, one for the **total project cost for that type of cost** and one for the **amount you are applying to us under that cost heading**.

The cost breakdown also allows you to enter the details behind the cost summary. These details should only refer to the elements of the project that would be covered by a grant from us. Please give us a full breakdown of the costs as shown in the example on the next page.

Staff Costs

Requested amount	4,260
Total amount	4,260

Breakdown

<p>Youth worker @ £14 per hour x 3 hours per session x 40 weekly sessions = £1,680. 2 x young people helping to deliver sessions @ £10.75 per hour x 3 hours per session x 40 weekly sessions = £2,580</p>

Volunteer Costs*

Requested amount	560
Total amount	560

Breakdown

<p>Travel expenses for 2 volunteers estimated @ £7 per session each x 40 weekly sessions = £560.</p>
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Operations/Activity Costs

Breakdown

Requested amount	0
Total amount	500

Room hire – provided in kind by xxxx.

Office, overhead, premises costs

Requested amount	1,015
Total amount	1,015

Breakdown

20% overheads (contribution to utility bills, DBS checks and staff costs – CEO, bookkeeper - indirectly supporting the project)

Capital Costs (Equipment)

Requested amount	250
Total amount	250

Breakdown

Football nets £100, Art materials £150

***Note for Volunteer Costs** - Only out-of-pocket expenses can be paid to volunteers, who should submit receipts and/or proof of payment such as bus/rail tickets for your records. Volunteers should not be paid a flat rate as they will be classed as employees of your organisation.

Supporting Documents

Bank account signatories - Please provide the names and addresses of all authorised signatories on your bank account, please indicate if any signatories are related. Bank accounts should have at least two unrelated signatories and preferably three.

Please click on the 'attachments' button at the bottom of the form to upload your supporting documents. You will need to upload:

- A copy of your governing document (e.g. constitution, memorandum & articles or set of rules).
- A copy of your most recent annual accounts, or an income and expenditure sheet for your last financial period for smaller groups. For new groups please provide a forecast for your income and expenditure for your first financial period, and a copy of a recent bank statement.
- A copy of your safeguarding policies if you will be working with children or vulnerable adults (please contact us if you need help to develop one).
- A list of the names and addresses of your management committee.
- A partnership agreement or terms and conditions (for partnership applications only).

If for any reason you are not able to provide one of the required documents, please upload a document explaining why you do not have it.

Please clearly label each document with a name and a short description of what it is:

i.e. Name - The Music House – Safeguarding Policies

Description – Vulnerable Adult and Child Protection Policies for The Music House

Declaration

Please read each statement carefully and check the box if you agree with the statement.

Please confirm your name and role.

How did you find the application form?

Please let us know how challenging you found the application form to complete.

When you have completed your application

Once you have completed the form please ensure you click on the 'submit' button at the bottom of the page to send the application through to us. Once your form is submitted you will no longer be able to access and edit it.

If you have not completed all of the required fields you will not be able to submit your form.

If you attempt to submit an incomplete form the incomplete fields will be highlighted in red, once these are filled you should be able to submit the form.

If you're still not sure about anything when completing the form, please contact The London Community Foundation on 020 7582 5117 or e-mail info@londoncf.org.uk

Appendix A

IMPACT ASSESSMENT

A guide on how to choose the outcomes and indicators for your application

The London Community Foundation's **vision** is of a strong and generous London where residents, business, government and civil society are inspired to act for the benefit of all who live in the city, leading the way in social action and philanthropic activity. **Our mission** is to make a difference to the lives of Londoners by connecting people who need help with those who are willing to give. We are dedicated to improving the **lives of London's most disadvantaged**. Child poverty, unemployment, isolation, homelessness, domestic violence and gang crime are just some of the issues we are tackling through our grant making.

You can help us to achieve our vision and mission by delivering projects that make a difference and – importantly – by gathering evidence to show how your project has made an impact. This information is essential if we are to encourage more donors to support our future work. To help you collect the kind of evidence we need, we have created a framework that measures the impact of our grants. There are six themes for this IMPACT framework:

- **Improve people's life skills, employability and enterprise** - We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence.
- **Maximise people's ability to strengthen community cohesion and build social capacity** - We want to strengthen and connect local organisations and improve local facilities so that people can live happier lives alongside each other.
- **Promote reduction of isolation and disadvantage and access to services** - We want people to be connected in their local communities and to their local services, so everyone has a chance to be included.
- **Advance people's physical and mental health, wellbeing and safety** - We want people to feel safe and connected in their communities, and to have more opportunities to improve their physical and mental health.
- **Connect people with the arts culture and heritage** - We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.
- **Transform people's access to, and engagement with, their environment** - We want to create a city that promotes and creates a safer, healthier, and more sustainable environment, where people in urban areas feel free and welcome to access community spaces.

There is a lot of information about impact assessment and the outcomes approach to project evaluation. You may find the following websites helpful:

<https://www.ncvo.org.uk/practical-support/consultancy/ncvo-charities-evaluation-services>

<http://www.evaluation.org.uk/>

<http://mande.co.uk/>

<http://network.youthmusic.org.uk/learning/youth-music-evaluation-builder>

There are a number of outcomes – or changes – we want to measure for each theme, and a series of indicators to show evidence of change in a measurable way. When you apply for a grant you will need to choose the theme, outcomes and indicators that you will report against, once you have completed your project.

What do we mean by:

An Outcome?

Outcomes are the changes, benefits, learning and other effects that you can attribute to your project's activities; they're the difference your project makes (CES, 2005)

An Indicator?

Indicators are the evidence you collect to show your progress in achieving the outcomes of your work. They may be about the number of people who have achieved something or feel different.

Collecting evidence.

In order to provide the numbers etc. for your report it is best to plan before you start the project how you will collect the evidence. You could consider taking registers of people who attend for example a training course, carry out interviews, and provide questionnaires for people to complete.

Monitoring and Evaluation

When your funding comes to an end you will have to complete an online monitoring report in which you will have to tell us about how well you did in achieving your chosen outcomes and indicators. It's therefore very important for you to plan how you will collect the evidence to support your report. If you are successful in getting your work funded we will send you details of the reporting requirements with the offer letter.

Why do we ask you to report?

Simply, we would like to know how the project has gone **including what worked and what didn't**. The report is both beneficial for you and us, The London Community Foundation.

What does The London Community Foundation use the information for?

We require monitoring for various reasons. Firstly we have a responsibility to ensure grants are used properly to deliver high-quality projects that achieve relevant outcomes.

The London Community Foundation takes pride in gathering evidence from the information reported that allows us to make informed decisions when developing future funding programmes. By deciphering results we obtain from your monitoring we have the ability to identify gaps in provision and develop our knowledge about **different types of work and the impact they're capable of having, building our expertise** as grant maker. We're also able to tell the story of your work to other potential donors.

We use this **impact assessment framework** to collate relevant outcomes and indicators enabling us to evidence the positive difference the groups we have funded are making.

How will the report help you?

The report will allow for you to develop your practice from reflecting on work carried out. As an organisation your monitoring will act as evidence amplifying your ability to deliver a project effectively and efficiently for prospective funders, investors, etc. Your monitoring report has the ability to generally feed into the improvement of your organisation. **It's down to you as to how much you put into your process of monitoring and evaluating and subsequently** how much you benefit from it.

What is the difference between monitoring and evaluation?

Monitoring

- Monitoring is about collecting information that will help you answer questions about your project. It is important that this information is collected in a planned, organised and routine way. **You can use the information you gather to report on your project and to help you evaluate'** (Charities Evaluation Services).
- Monitoring is an on-going task that would have already started at the planning stages of a project. You would have collected key information on a variety of things relating to your project. Before you started the project you chose various outcomes and indicators to measure your work against – these are what you have to monitor your work against.
- Monitoring allows results, procedures and practices to be recorded and eventually acts as a catalyst to direct, develop and learn. The information obtained from monitoring is then used for evaluation purposes.

Evaluation

'Evaluation is about using monitoring and other information you collect to make judgements about your project. It is also about using the information to make changes and improvements' (Charities Evaluation Service).

A good evaluation should be an objective assessment. The evaluation is in essence an appraisal of your findings, looking into themes as such relevancy, effectiveness, efficiency, impact and sustainability.

Applying for Funding

When applying you will have to choose **two outcomes** to report on, one of which will need to be linked to **one of the IMPACT themes**. The others can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project.

In order to choose the theme that best fits your project we would advise that you read through the whole list first and pick the outcomes that best reflect what you are hoping to achieve. Once you have picked those outcomes, you can work upwards to find a theme and sideways to identify indicators. It is very possible that your project may fit into more than one theme, but choose the one with the best outcomes for the specific work funded by this grant. You will need to give us realistic target numbers for each of the indicators you have chosen. Please make these a best guess and do not overestimate the numbers you might achieve – be honest with us! High numbers will not help in the assessment process when we come back and question you on them. We need to believe that they are achievable.

Remember if you have any questions on this or need help with the application form please call us on 020 7582 5117 or email applications@londoncf.org.uk

To complete the impact section on the form

1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme.
2. Then select your 1st outcome from the drop down list
3. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
4. Then select your 2nd outcome from the drop down list
5. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
6. Optional: Repeat for your 3rd and 4th outcome – these can be any of the others from the full list of outcomes across all themes.
7. The indicators will show for your chosen 3rd and 4th outcome – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**

EXAMPLE OF COMPLETED FORM – then transfer this info to the online form – see below for screen shot

Outcome	Choose	Indicator	Target No.	Choose
IMPACT THEME		Improve people's life skills, employability and enterprise		
Improve economic wellbeing	X	Number of new employment opportunities as a result of the project		
		Number of new volunteer opportunities as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people coming off work related benefits		
		Number of people who accessed benefits for the first time as a result of the project		
		Number of people who are able to remain in housing as a result of the project		
		Number of people who gained sustainable employment as a result of the project	X	5
		Number of people who reported a reduction in debt as a result of the project		
		Number of people who started on the path to employability as a result of the project	X	20
		Number of volunteer opportunities as a result of the project		
		Number of work placement/experience opportunities available as a result of the project	X	10
Increase employability		Number of people becoming self-employed as a result of the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who started on the path to employability as a result of the project		
Increase enterprise		Number of new businesses started as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people on the pathway to becoming self employed as a result of the project		
		Number of social enterprises set up as a result of the project		
		Number of social entrepreneurs created from the project		
Increase in beneficiary training, education, accreditation and employment	X	Number of people coming off work related benefits		
		Number of people who attended training as part of the project	X	50
		Number of people who attended training for the first time as part of the project	X	10
		Number of people who gain new skills as part of the project		
		Number of people who gain new skills for the first time as part of the project		
		Number of people who gained accreditation as a result of the project	X	10
		Number of people who gained accreditation for the first time as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who started on the path to employability as a result of the project		
		Number of people who feel they have increased voice or ability to influence		

Increase in leadership skills and voice		Number of people who have increased their participation in community decision making		
		Number of people with increased leadership skills		
Increase lifelong learning and skills		Number of hours of education/training provided by the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who remained in education, training or employment as a result of the project		
		Number of people who showed an increase in confidence as a result of the project		
Strengthen organisations		Number of employees/volunteers offered training and development		
		Number of existing partnerships developed/strengthened as a result of the project	X	5
		Number of hours spent on employee/volunteer training and skills		
		Number of hours spent on strategic development within organisations	X	50
		Number of new partnerships established as a result of the project	X	3
Improve the community working together		Number of new volunteers as a result of the project	X	10
		Number of people engaged in regular volunteering as part of the project		
		Number of people who participated in community activities as part of the project	X	10
		Number of people who participated in community activities for the first time as part of the project	X	20
		Number of people who report feeling more informed about what's happening in their area		

Section 3 - Impact

Which category best describes the impact your project will have?

Improve life skills, education, employability and enterprise

Select the primary outcome for your project or activity

Improve economic wellbeing

- Number of new employment opportunities as a result of the project
- Number of new volunteer opportunities as a result of the project
- Number of people becoming self-employed as a result of the project
- Number of people coming off work related benefits
- Number of people who accessed benefits for the first time as a result of the project
- Number of people who are able to remain in housing as a result of the project
- Number of people who gained sustainable employment as a result of the project
- Number of people who reported a reduction in debt as a result of the project
- Number of people who started on the path to employability as a result of the project
- Number of volunteer opportunities as a result of the project
- Number of work placements/experience opportunities available as a result of the project

Select the second outcome for your project or activity

Increase in beneficiary training, education, accreditation and employment

- Number of people coming off work related benefits
- Number of people who attended training as part of the project
- Number of people who attended training for the first time as part of the project
- Number of people who gain new skills as part of the project
- Number of people who gain new skills for the first time as part of the project

Section 1 - Organisation

Section 2 - About your grant application

Section 3 - Impact

Section 4 - Project Budget and Consent

Attachments

Save Application

Form to help you choose your indicators, outcomes and theme

Outcome	Choose	Indicator	Target Number	Choose
IMPACT THEME		Improve people's life skills, employability and enterprise		
Improve economic wellbeing		Number of new employment opportunities as a result of the project		
		Number of new volunteer opportunities as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people coming off work related benefits		
		Number of people who accessed benefits for the first time as a result of the project		
		Number of people who are able to remain in housing as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who reported a reduction in debt as a result of the project		
		Number of people who started on the path to employability as a result of the project		
		Number of volunteer opportunities as a result of the project		
Increase employability		Number of work placement/experience opportunities available as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
Increase enterprise		Number of people who started on the path to employability as a result of the project		
		Number of new businesses started as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people on the pathway to becoming self employed as a result of the project		
		Number of social enterprises set up as a result of the project		
Increase in beneficiary training, education, accreditation and employment		Number of social entrepreneurs created from the project		
		Number of people coming off work related benefits		
		Number of people who attended training as part of the project		
		Number of people who attended training for the first time as part of the project		
		Number of people who gain new skills as part of the project		
		Number of people who gain new skills for the first time as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who gained accreditation for the first time as a result of the project		
	Number of people who gained sustainable employment as a result of the project			
	Number of people who started on the path to employability as a result of the project			

Increase in leadership skills and voice		Number of people who feel they have increased voice or ability to influence		
		Number of people who have increased their participation in community decision making		
		Number of people with increased leadership skills		
Increase lifelong learning and skills		Number of hours of education/training provided by the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who remained in education, training or employment as a result of the project		
		Number of people who showed an increase in confidence as a result of the project		
IMPACT THEME		Maximise people's ability to strengthen community cohesion and build social capacity		
Improve community cohesion		Number of hours of community activity provided as part of the project		
		Number of people who participated in community activities for the first time as a result of the project		
		Number of people who participated in community activities as a result of the project		
Improve the community working together		Number of new volunteers as a result of the project		
		Number of people engaged in regular volunteering as part of the project		
		Number of people who participated in community activities as part of the project		
		Number of people who participated in community activities for the first time as part of the project		
		Number of people who report feeling more informed about what's happening in their area		
Improved community facilities		Number of people who have used the new/improved community facilities		
		Number of people who reported that the community facilities were improved as a result of the project		
Increase in leadership skills and voice		Number of people who feel they have increased voice or ability to influence		
		Number of people who have increased their participation in community decision making		
		Number of people with increased leadership skills		
Strengthen organisations		Number of employees/volunteers offered training and development		
		Number of existing partnerships developed/strengthened as a result of the project		
		Number of hours spent on employee/volunteer training and skills		
		Number of hours spent on strategic development within organisations		
		Number of new partnerships established as a result of the project		
Support vulnerable and disadvantaged people		Number of people accessing advice/guidance services		
		Number of people accessing advice/guidance services for the first time		
		Number of people accessing support services as a result of the project		
		Number of people accessing support services for the first time as a result of the project		
		Number of people achieving independent living/no longer requiring support as a result of the project		

IMPACT THEME		Promote reduction of isolation and disadvantage and access to services		
Improve economic wellbeing		Number of new employment opportunities as a result of the project		
		Number of new volunteer opportunities as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people coming off work related benefits		
		Number of people who accessed benefits for the first time as a result of the project		
		Number of people who are able to remain in housing as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who reported a reduction in debt as a result of the project		
		Number of people who started on the path to employability as a result of the project		
		Number of volunteer opportunities as a result of the project		
		Number of work placement/experience opportunities available as a result of the project		
Improved community facilities		Number of people who have used the new/improved community facilities		
		Number of people who reported that the community facilities were improved as a result of the project		
Promote human rights and equality		Number of new people accessing support services following discrimination or unfair treatment		
		Number of people accessing advice and/or guidance services as a result of the project		
		Number of people accessing advice and/or guidance services for the first time as a result of the project		
		Number of people accessing support as a result of the project		
		Number of people accessing support for the first time as a result of the project		
		Number of people accessing support services following discrimination or unfair treatment		
		Number of people achieving independent living/no longer requiring support as a result of the project		
		Number of people who participated in community activities as part of the project		
Reduce isolation		Number of people who participated in community activities for the first time as part of the project		
		Number of people accessing support services as a result of the project		
		Number of people accessing support services for the first time as a result of the project		
		Number of people attending regular social activities as part of the project		
		Number of people who participated in community activities as part of the project		
Support vulnerable and disadvantaged people		Number of people who participated in community activities for the first time as part of the project		
		Number of people accessing advice/guidance services		
		Number of people accessing advice/guidance services for the first time		
		Number of people accessing support services as a result of the project		
		Number of people accessing support services for the first time as a result of the project		
	Number of people achieving independent living/no longer requiring support as a result of the project			

IMPACT THEME		Advance people's physical and mental health, wellbeing and safety.		
Improve health (physical/mental /emotional)		Number of activities promoting healthy lifestyles (e.g. healthy eating, smoking cessation etc.)		
		Number of additional hours of sport, exercise and leisure activities currently provided by the project		
		Number of hours of sport, exercise and leisure activities currently provided by the project		
		Number of people who participated in sport, exercise and leisure activities		
		Number of people who reported an engagement or re-engagement with education, training or employment as a result of the project		
		Number of people who reported an engagement or re-engagement with social networks, support groups as a result of the project		
		Number of people who reported improved physical/ mental/ emotional health		
Increase access to sport, exercise and leisure activities		Number of additional hours of sport, exercise & leisure activities currently provided by the project		
		Number of existing activities available as part of the project		
		Number of groups providing health related activities		
		Number of hours of sport, exercise & leisure activities currently provided by the project		
		Number of new activities available as part of the project		
		Number of new people taking part in sport, exercise and leisure activities as part of the project		
Promote safer communities		Number of people taking part in sport, exercise and leisure activities as part of the project		
		Number of new people who reported that they felt safer in their communities as a result of the project		
		Number of people who reported that they felt safer in their communities as a result of the project		
Reduce crime, violence and anti-social behaviour		Number of people being supported as victims of anti-social behaviour or crime as a result of the project		
		Number of addicts in treatment as a result of the project		
		Number of ex-offenders taking part in a project/programme designed to divert them away from criminal behaviour		
		Number of new recorded addicts as a result of the project		
		Number of people taking part in a project/programme designed to divert them away from anti-social behaviour		
		Number of people who took part in a project/programme and had not re-offended within a period of 3 months		
		Number of perpetrators of domestic abuse taking part in a project/programme designed to divert them away from abusive behaviour		
Reduce substance		Number of young people who took part in a project/programme and had not re-offended within a period of 3 months		
		Number of addicts in treatment as a result of the project		
		Number of new recorded addicts as a result of the project		
	Number of people accessing support services for addiction			

misuse and addictions				
IMPACT THEME		Connect people with the arts culture and heritage		
Increase opportunities for public to engage with culture and heritage		Number of memberships of local heritage organisations		
		Number of people visiting a local heritage site		
		Number of people volunteering to maintain a local heritage site		
		Number of projects that promote engagement with culture and heritage		
		Numbers in audiences		
Preserve local heritage		Number of buildings saved		
		Number of memberships of local heritage organisations		
		Number of oral history recordings made		
		Number of people visiting a local heritage site		
		Number of people volunteering to maintain a local heritage site		
Promote opportunities for creativity		Number of preservation and heritage projects completed		
		Number of projects that promote creativity		
		Number of new people participating in projects that promotes creativity as part of the project		
		Number of people participating in projects that promotes creativity as part of the project		
		Number of people taking part in arts activities as part of the project		
		Number of people taking part in arts activities for the first time as part of the project		
		Number of people with disabilities who accessed arts activities		
		Number of people with disabilities who accessed arts activities for the first time as a result of the project		
		Number of people working in arts, culture and heritage for the first time		
	Number of young people who accessed arts activities			
	Number of young people who accessed arts activities for the first time as a result of the project			
IMPACT THEME		Transform people's access to, and engagement with their environment.		
Improve quality of local environment and public space		Number of allotments		
		Number of environmental improved schemes or services created		
		Number of new allotments		
		Number of new community facilities created		
		Number of new people engaged with gardening		
		Number of new people using public/community transport		
	Number of new volunteers taking care of local public spaces as part of the project			

		Number of people engaged with gardening		
		Number of people using local public space as a result of the project		
		Number of people using local public space for the first time as a result of the project		
		Number of people using public/community transport		
		Number of people with an increased understanding of the environment		
		Number of volunteers taking care of local public spaces as part of the project		
Increase biodiversity		Number of local wildlife protection schemes		
		Number of new habitats created		
		Number of orchard and green space schemes		
		Number of people engaged with regular volunteering as part of the project		
		Number of new people engaged with regular volunteering as part of the project		
Reduce carbon footprint (i.e. waste, emissions, energy)		Number of trees planted		
		Number of car journeys eliminated		
		Number of composting schemes		
		Number of groups/projects campaigning on environmental issues		
		Number of households participating in environmental projects		
		Number of increased services and facilities accessible by public transport, walking or cycling		
		Number of new composting schemes		
		Number of new households participating in environmental projects		
		Number of new low energy community facilities		
		Number of new people using public/community transport		
		Number of people reporting a reduction in car use		
		Number of people using public/community transport		
		Number of tonnes of waste diverted from landfill		
	Number of units of energy saved			
	Number of groups/projects operating environmental policies			